

## Advanced Search Tutorial

This tutorial will show you how to find federal job opportunity announcements using the Advanced Search functionality of USAJOBS.

You are not required to have an account or be signed into USAJOBS in order to search for a job. You are required to have an account and be signed in before saving a search or applying for job opportunity announcements.



**Keyword:**  Keywords, Job Title, Control #, Agency, Skills

**Location:**  City, State, ZIP Code, or Country

☒ U.S. Citizens

☐ Federal Employees

**Search**

[Advanced Search >](#)

To start, click on the “Advanced Search” link.



From the Advanced Search screen you are able to select search criteria from several different refining fields, such as Keywords, Salary or Pay Grade, and Location. Searches can be broad or narrowed by using the refiners.

Please enter at least one of the following in order to perform a search: Keyword, occupational series or job category, location, or agency.

Show: [All Expanded](#) [All Collapsed](#)

▼ **Keywords** ?

Search for:  All of these words  Job Title, Agency Name, Job Announcement #, etc

But none of these words:

▶ **Salary or Pay Grade** ?

▶ **Occupational Series or Job Category** ?

▶ **Location** ?

▶ **Department and Agency** ?

▶ **Type of Work or Work Schedule**

▶ **Posting Options** ?

To open all of the refining fields at once, you can click on “All Expanded.”



Show: [All Expanded](#) [All Collapsed](#)

**Keywords ?**

Search for: All of these words Job Title, Agency Name, Job Announcement #, etc

But none of these words:

**Salary or Pay Grade ?**

Search by:

☒ Salary ?

From: --SELECT-- To: --SELECT--

☐ Pay Grade (GS) ?

From: --SELECT-- To: --SELECT--

☐ Show Only Senior Executive Service Postings ?

NOTE: You may select either a Salary Range or a Grade Range. Some jobs may not have a predetermined salary/grade. To view these, leave the salary/grade refine

**Occupational Series or Job Category ?**

Show Me:

☒ All Occupational Series

☐ Only Occupational Series with Open Jobs

Search for Occupation(s):

Series	Occupation	Category
<input type="checkbox"/>	9924 Able Seaman	Vessel Jobs (Excluded From The Federal Wage System)

You can also select just a few of the refining fields. For the example below, a user refines a search by opening the Keywords and Location fields (clicks on triangles and types accounting; Pittsburgh, Pennsylvania; and Tampa, Florida). You must at least enter one of the following fields: Keyword, Occupational Series or Job Category, Location, or Department and Agency.



Show: [All Expanded](#) [All Collapsed](#)

**Keywords ?**

Search for: All of these words accounting

But none of these words:

**Salary or Pay Grade ?**

**Occupational Series or Job Category ?**

**Location ?**

Show Available Jobs In:

Show Additional Location Search Options

You Added: Pittsburgh, Pennsylvania Remove  
Tampa, Florida Remove

You may make up to 10 selections

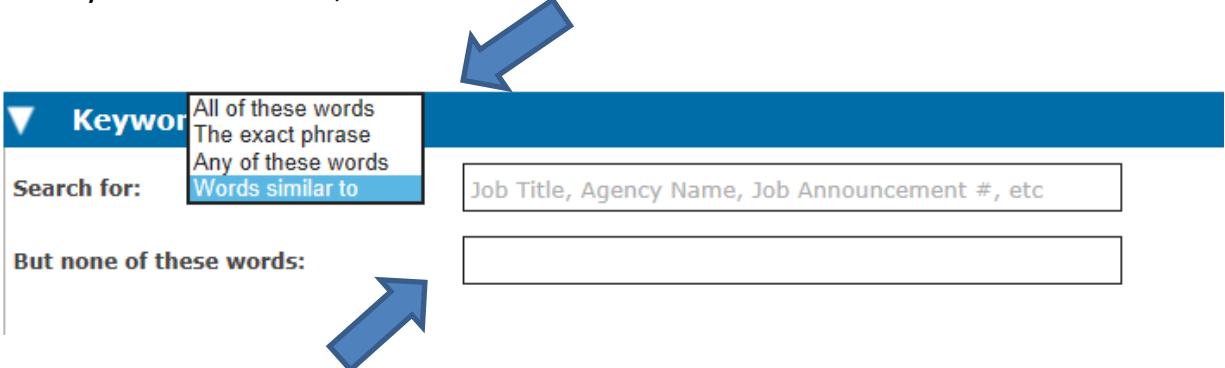
**Department and Agency ?**

**Type of Work or Work Schedule**

Further descriptions and instructions for each of the refining fields:

## Keyword

You can select options in the drop down list to search for “All of these words,” “The exact Phrase,” “Any of these words,” and “Words similar to.”

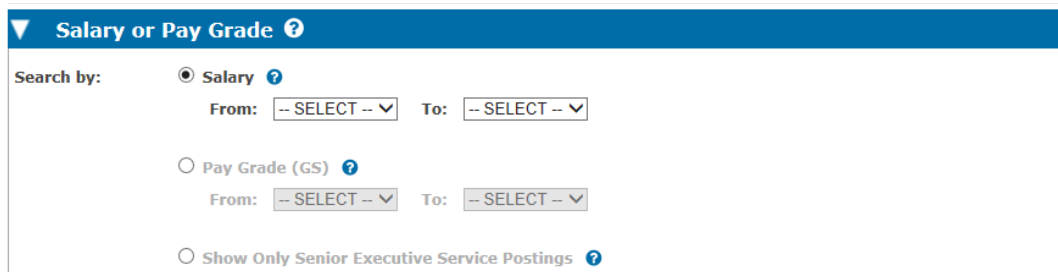


The screenshot shows the 'Keyword' section of a search interface. A blue header bar contains the word 'Keyword' with a downward arrow. Below it, a dropdown menu is open, showing four options: 'All of these words', 'The exact phrase', 'Any of these words', and 'Words similar to'. The 'Words similar to' option is highlighted in blue. To the right of the dropdown is a text input field with the placeholder text 'Job Title, Agency Name, Job Announcement #, etc'. Below this is another text input field labeled 'But none of these words:'.

You can also initiate search which doesn't include certain words by entering text into the box next to “But none of these words.”

## Salary or Pay Grade

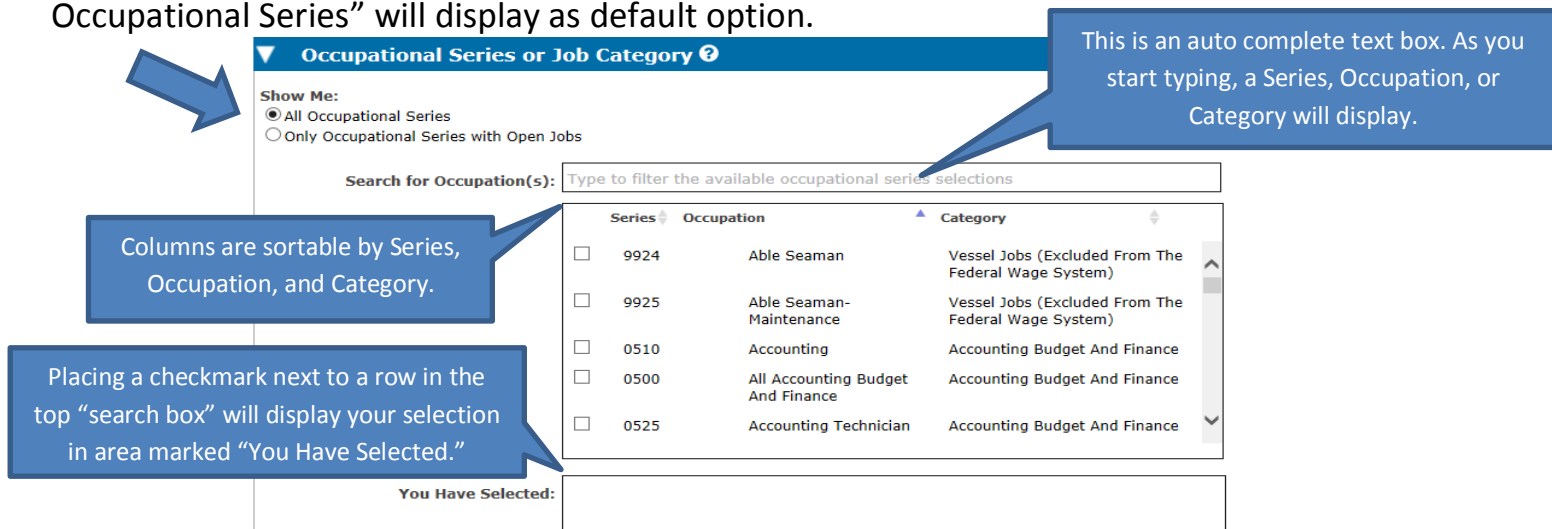
You can search by Salary (and select a range); or by Pay Grade; or you may wish to only show Senior Executive Service Postings. Please note that “Salary” will be default selection when opening this refining field.



The screenshot shows the 'Salary or Pay Grade' section of a search interface. A blue header bar contains the text 'Salary or Pay Grade' with a question mark icon. Below it, the 'Search by:' label is followed by three radio button options: 'Salary', 'Pay Grade (GS)', and 'Show Only Senior Executive Service Postings'. The 'Salary' option is selected. Below each radio button are 'From:' and 'To:' dropdown menus, all of which currently show '-- SELECT --'.

## Occupational Series or Job Category

If you'd like to search by Occupational Series or Job Category, keep in mind that “All Occupational Series” will display as default option.

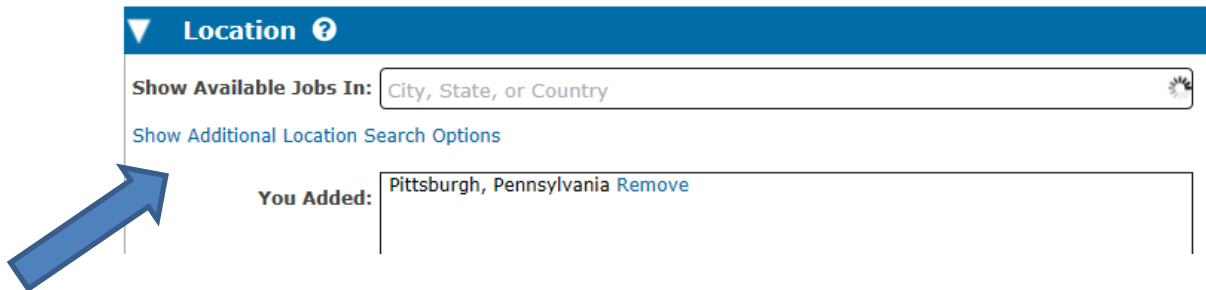


The screenshot shows the 'Occupational Series or Job Category' section of a search interface. A blue header bar contains the text 'Occupational Series or Job Category' with a question mark icon. Below it, the 'Show Me:' label is followed by two radio button options: 'All Occupational Series' and 'Only Occupational Series with Open Jobs'. The 'All Occupational Series' option is selected. Below the radio buttons is a text input field labeled 'Search for Occupation(s):' with the placeholder text 'Type to filter the available occupational series selections'. To the right of this field is a table with three columns: 'Series', 'Occupation', and 'Category'. The table contains five rows of data. A blue callout box points to the 'Search for Occupation(s):' field with the text 'This is an auto complete text box. As you start typing, a Series, Occupation, or Category will display.' Another blue callout box points to the table columns with the text 'Columns are sortable by Series, Occupation, and Category.' A third blue callout box points to the 'All Occupational Series' radio button with the text 'Placing a checkmark next to a row in the top “search box” will display your selection in area marked “You Have Selected.”' Below the table is a text input field labeled 'You Have Selected:'.

Series	Occupation	Category
<input type="checkbox"/> 9924	Able Seaman	Vessel Jobs (Excluded From The Federal Wage System)
<input type="checkbox"/> 9925	Able Seaman-Maintenance	Vessel Jobs (Excluded From The Federal Wage System)
<input type="checkbox"/> 0510	Accounting	Accounting Budget And Finance
<input type="checkbox"/> 0500	All Accounting Budget And Finance	Accounting Budget And Finance
<input type="checkbox"/> 0525	Accounting Technician	Accounting Budget And Finance

## Location

You can search for jobs by entering in the name of a City, State, or County in the auto complete text box labeled “Show Available Jobs In.” Once your location appears as a choice, click on the one you want and it will appear in the “You Added” box.



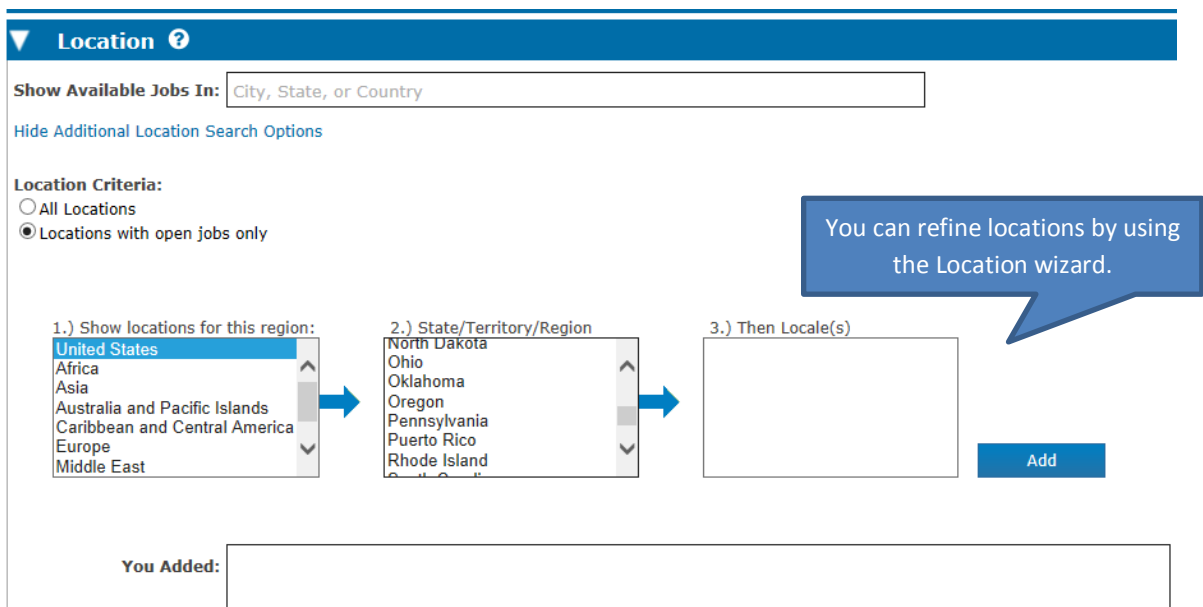
**Location ?**

Show Available Jobs In:

[Show Additional Location Search Options](#)

**You Added:** Pittsburgh, Pennsylvania [Remove](#)

If you click on the “Show Additional Location Search Options” link, you can further filter by selecting options to only show “Locations with open jobs” or using default criteria, which is to show “All Locations.”



**Location ?**

Show Available Jobs In:

[Hide Additional Location Search Options](#)

**Location Criteria:**

☐ All Locations

☒ Locations with open jobs only

**1.) Show locations for this region:**

- United States
- Africa
- Asia
- Australia and Pacific Islands
- Caribbean and Central America
- Europe
- Middle East

**2.) State/Territory/Region**

- North Dakota
- Ohio
- Oklahoma
- Oregon
- Pennsylvania
- Puerto Rico
- Rhode Island

**3.) Then Locale(s)**

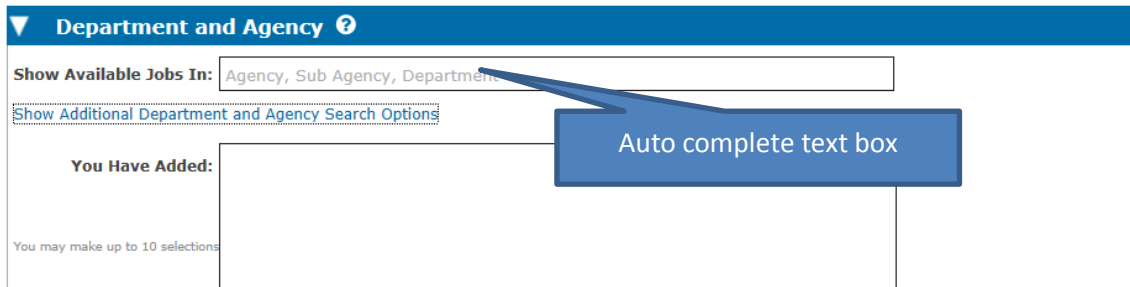
[Add](#)

**You Added:**

You can refine locations by using the Location wizard.

## Department and Agency

You can now search for Departments and Agencies by typing into the “auto complete text box” or...



**Department and Agency ?**

Show Available Jobs In:

[Show Additional Department and Agency Search Options](#)

**You Have Added:**

You may make up to 10 selections

Auto complete text box

...by clicking on “Show Additional Department and Agency Search Options” to use the Department and Agency wizard. Fill in the appropriate radio button if you want to show “All Agencies” or only “Agencies with Open Jobs.” The selections will appear in the “You Have Added” box.

**Department and Agency ?**

Show Available Jobs In:

[Hide Show Additional Department and Agency Search Options](#)

☒ All Agencies  
☐ Agencies with Open Jobs Only

1.) Choose Department

- Court Services and Offender Supervision Agency for DC
- Department Of Agriculture
- Department Of Commerce
- Department of Defense
- Department of Defense - Dept. of the Air Force
- Department of Defense - Dept. of the Army
- Department of Defense - Dept. of the Navy

2.) Then refine your agency choice

**Add**

**You Have Added:**

You may make up to 10 selections

## Type of Work or Work Schedule

You can refine your search by identifying desired descriptions of “Type of Work,” (such as permanent, temporary, etc.) as well as “Work Schedule” (full-time, part-time, etc.). The default will be set to search for “All” types of work and work schedules.

**Type of Work or Work Schedule**

**Type of Work: ?**

- ☐ All
- ☐ Permanent
- ☐ Temporary
- ☐ Term
- ☐ Detail
- ☐ Presidential Management Fellows
- ☐ Recent Graduates
- ☐ Internships
- ☐ Telework
- ☐ Seasonal
- ☐ Summer
- ☐ Multiple Appointment Types
- ☐ Intermittent

**Work Schedule: ?**

- ☐ All
- ☐ Full-Time
- ☐ Part-Time
- ☐ Shift Work
- ☐ Intermittent
- ☐ Job Sharing
- ☐ Multiple Schedules

## Posting Options

Use this section to exclude jobs that have been open longer than 30 days from your search results. This is also where you can opt to limit a search by how long job has been posted.

▼ Posting Options ?

Exclude postings for jobs open longer than 30 days? ?

☐ Yes
 ☒ No

Show Jobs Posted:

All Jobs  
 Today  
 Yesterday  
 In the last 3 days  
 In the last 5 days  
 In the last 7 days  
 In the last 10 days  
 In the last 30 days  
 In the last 60 days

Who May Apply

## Who May Apply

You can refine your search by looking for jobs open to the general public or the jobs open to federal employees, or veterans' preference and other eligibility categories. By default, "No" is always selected.

### Who May Apply ?

#### Are you:

- a current or former Federal civilian employee who holds or held a [non-temporary appointment](#)
  - In the [competitive service](#) in the Executive Branch or in a position not in the Executive branch specifically included in the competitive service by statute, or
  - In an [excepted service](#) position covered by an [interchange agreement](#), or
  - Eligible for [reinstatement](#)?
- A Veteran eligible for [veterans' preference](#) or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?
- A person with [non-competitive appointment](#) eligibility?
  - ☒ No - I do not fall into one of these categories and only want to see jobs open to the **general public**.
  - ☐ Yes - I fall into one of these categories and want to see all jobs open to applicants with the above eligibilities, such as **federal employees**.